

POSSIBLE INTERN PLACEMENT OPTIONS

Check one or both bodies where you would like to be placed as an intern.

	House of Representatives		Senate
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House of Representatives Committees/Office Placement Options

Please check all that interest you as a possible placement. To learn more about these committees:

- Go to www.legis.ga.gov
- Click on House of Representatives
 - Click on Committees
 - Select a Committee

*Options with ** are not committees, but office placement options.*

	State Planning and Community Affairs		Natural Resources & Environment
	Rules		Appropriations
	Judiciary Civil and Non Civil		House Budget Office**
	Ways & Means		Children & Youth
	Transportation		Energy, Utilities & Telecommunications
	Public Safety		Human Relations & Aging
	Governmental Affairs		Science & Technology
	Industrial Relations		State Institutions and Property
	Defense & Veterans Affairs		Retirement
	Insurance		Education
	Motor Vehicles		Higher Education

	Agriculture		Health & Human Services
	Game, Fish & Parks		Speaker Pro Tempore Office**
	Banks and Banking		Minority Office**
	Economic Development		Speaker's Office**
	Legislative Counsel **		

Senate/Office Placement Options

Please check all that interest you as a possible placement. To learn more about these committees:

- Go to www.legis.ga.gov
 - Click on Senate
 - Click on Committees
 - Select a Committee

*Options with ** are not committees, but office placement options.*

	Insurance and Labor		Higher Education
	Appropriations		Natural Resources and Environment
	Banking and Financial Institutions		Regulated Industries and Utilities
	Ethics		Rules
	Government Oversight		State and Local Governmental Operations
	Retirement		Majority Leader**
	Press Office**		Budget Office**
	Legislative Counsel**		

**COLLEGE/UNIVERSITY STUDENT INTERNS
OFFICE OF LEGISLATIVE COUNSEL
SPRING SEMESTER 2013**

About the office. The Office of Legislative Counsel serves as in-house legal counsel for the General Assembly and provides services to all members in their official capacities on a strictly enforced confidential, nonpartisan, and non-advocatory basis. The office consists of 12 attorneys and approximately 16 support staff. The primary functions of the office include drafting legislation, counseling legislators and legislative committees, preparing legal opinions on statutory interpretation and constitutionality, and legal research. The office is under the direction of the Legislative Counsel.

Interns. The office is seeking three college/university student interns for the 2013 regular session of the General Assembly, all of whom will be placed in positions of frequent contact with members of the General Assembly or their authorized agents, as follows:

Drafting interns (2). Two student interns will be assigned to draft privileged resolutions for introduction in the House of Representatives and Senate during the regular session of the General Assembly, pursuant to requests of legislators. A privileged resolution is a particular type of legislative document which, although it does not have the force and effect of law, publicly expresses the sentiment of a chamber on a particular topic or event; as such, privileged resolutions are important to legislators and their constituents. Strong writing skills are essential. The drafting interns' daily responsibilities will typically include meeting or communicating with legislators or their agents to take requests for privileged resolutions, writing and revising resolutions in response to such requests, and approving final edited copies of resolutions for release to legislators.

Administrative intern (1). One student intern will be assigned to work a desk in the main reception area of the office, where he or she will work with a permanent administrative employee to receive members of the General Assembly and other persons having business with the office, direct visitors to the appropriate attorney in the office, answer telephones and transfer calls, file bills and resolutions for members, and perform other general clerical duties.

Requirements. In addition to general requirements of the Georgia Legislative Internship Program, qualifications for a spring semester intern with this office specifically include attention to details, proficient use of word processing software and Microsoft Outlook, efficient time management, and good interpersonal skills. Interns must be able to multitask, interact professionally and cooperatively with legislators and other General Assembly staff, and abide by all office policies (including policies on professional dress and personal appearance). *The office must avoid even the appearance of partiality and cannot consider applicants who are closely identified with a particular political party, faction, elected government official, candidate for elective government office, lobbyist, or lobbying firm.*

Work period. Typical working hours for an intern in this office during the legislative session will be Monday-Friday, 8:00 a.m. – 5:00 p.m.; extra hours may be necessary on occasion, depending upon workload and urgency. *The spring semester internships will begin January 7, 2013 (although reporting to the office for training during the prior week, if possible, is strongly encouraged) and end upon adjournment sine die of the regular session, unless the office and the intern mutually agree to extend the internship for a period ending not later than April 26, 2013.*

Applications. Applications for a spring semester 2013 internship with this office should be made through the Georgia Legislative Internship Program.

See <http://www.house.ga.gov/en-US/InternProgram.aspx> for further details.